

RESOLUTION NO. 2003-173

A RESOLUTION OF THE LODI CITY COUNCIL APPROVING
THE PARKS AND RECREATION DEPARTMENT MEMORIAL
TREE AND PARK BENCH POLICY

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NOW, THEREFORE, BE IT RESOLVED that the Lodi City Council does hereby
adopt the Parks and Recreation Department Memorial Tree and Park Bench Policy as
shown on Exhibit A attached hereto and made a part of this Resolution.

Dated: September 17, 2003

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I hereby certify that Resolution No. 2003-173 was passed and adopted by the
City Council of the City of Lodi in a regular meeting held September 17, 2003, by the
following vote:

AYES: COUNCIL MEMBERS – Beckman, Hansen, Howard, Land,
and Mayor Hitchcock

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None



SUSAN J. BLACKSTON
City Clerk

Lodi Parks and Recreation Department
Memorial Tree and Park Bench Policy

It is the policy of the City of Lodi to accept donations for the purpose of planting trees and installing benches within City Parks to memorialize a departed family member or friend, or to commemorate a special occasion.

I. OBJECTIVE

To establish a uniform policy and procedure for the acceptance of donations for park amenities and the naming thereof.

II. POLICY

- A. Donations for memorials will be accepted only for the purpose of purchasing and planting trees, and for purchasing and installing park benches approved by the City.
- B. The City will be responsible for repairs, replacement, and maintenance of memorial plaques, trees, and benches as able and reasonable. The City will make all attempts to relocate any memorials if necessary as appropriate.
- C. The tree must be chosen from a list provided by the Park Superintendent. The City must approve the final choice of tree.
- D. Memorial tree(s) and bench(es) are permitted to memorialize a departed family member or friend, or, at the discretion of the City, to commemorate a special event.
- E. Memorial tree(s) and bench(es) are permitted only at sites approved by the City.
- F. Memorial donations may be accompanied by a memorial plaque customized to City specifications. The plaque may be displayed at a site approved by the City.
 - Standard memorial plaques shall be used to promote consistency in cost, size, and mounting, and plaque language and size shall be approved by the City.
 - The City will have available a list of recommended park benches and trees for memorial use including their descriptions. At the request of staff, City Council, or the Parks and Recreation Commission, the list of recommended benches and trees for memorial use will be reviewed and amended as deemed necessary.
- G. A ceremony of gathering at the time of a tree planting is permitted, but must be arranged in advance with City staff.
- H. The City does not guarantee tree survivability.
- I. City staff shall maintain a record of each donation. The record shall contain all pertinent information such as the donor's name, the name of the person who is being memorialized, the bench or tree location, the type of tree, etc.

III. PROCEDURE

- A. Any person or group wishing to make donations of or for park amenity must submit a proposal in writing to the Park Superintendent.
- B. The Park Superintendent shall review the proposal and make a determination of appropriateness, need, and feasibility of request.
- C. The Park Superintendent and Parks and Recreation Director shall forward a recommendation on those proposals which fall under item F of the Policy to the Parks and Recreation Commission. The Parks and Recreation Commission shall review the proposal and forward a recommendation to the City Council.